

**Opening Date:** February 25, 2022  
**Closing Date:** Open Until Closed  
**Work Location:** Austin, Texas  
**Posting Number:** 22-50R  
**Monthly Salary:** \$4,598.67 - \$6,750.00\*  
**Group/Class:** B23/1601  
**Travel %:** 20%  
**Division/Department:** WSC/Surface Water/River Science & Hydrosurvey  
**Number of Positions:** 1  
**\* Salary commensurate with experience and qualifications**

## **JOB VACANCY NOTICE**

### **River Science & Hydrosurvey**

### **Manager**

### **(Manager II)**

*Texas Water Development Board, Stephen F. Austin Building  
1700 North Congress Ave., Room 670, Austin, Texas 78701  
Please contact Human Resources for accommodation requests.  
Phone: (512) 475-2142  
Apply at: Work in Texas [www.workintexas.com](http://www.workintexas.com) OR  
[HR@twdb.texas.gov](mailto:HR@twdb.texas.gov)*

#### **Texas Water Development Board's Mission**

Leading the state's efforts in ensuring a secure water future for Texas and its citizens.

The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives. We offer competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>.

#### **Veteran's Preference**

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of SEI15 Enterprise Policy, Planning, Budget, and Management, 86M0 Operations Management, 612X LDO - Operations, Surface or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at  
[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf).

#### **Job Description Summary**

Performs moderately complex (journey-level) managerial work administering the daily operations and activities of the Texas Water Development Board's River Science & Hydrosurvey department. Work involves supervising and/or performing hydrologic, hydraulic, sediment transport, and ecological analyses of state water resources, including hydrographic surveys to determine reservoir volume and sedimentation. Work includes the planning, execution, and summary of field studies and the application of mathematical or statistical models and analytical techniques to quantify surface water resources and evaluate environmental flow needs in support of state water supply and flood planning. Provides technical and administrative assistance to stakeholders, including for the Texas Senate Bill 2 Instream Flows Program (2001) and Texas Senate Bill 3 (2007) environmental flows process. Serves as a liaison and communicates analyses and results to general and technical audiences. Develops and maintains working relationships with state and federal agencies, academic institutions, and private contractors. Work involves establishing goals and objectives for the program and staff; developing schedules, priorities, and standards to achieve established goals; developing guidelines, procedures, policies, rules, and regulations; coordinating and evaluating department activities; developing and monitoring budget expenditures; and reporting on performance measures. Plans, assigns, and supervises the work of others. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Reports to the Director of the Surface Water division.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.  
Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

*TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.*

HR-002 (Supervisory)  
Revised 5/10/22



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

**Essential Job Functions**

- Provides effective leadership and management of the engineer(s)/scientist(s) within the department.
- Manages all project activities within the department, providing technical direction and guidance.
- Investigates and pursues new approaches and strategic vision for departmental activities and programs.
- Ensures program activities are coordinated for efficiency and are communicated effectively to agency management, including updates to TWDB Board members as needed.
- Conducts marketing and outreach for the Hydrosurvey program to promote services and acquire new contracts.
- Ensures staff is equipped with the necessary knowledge and tools to effectively perform their duties.
- Writes, reviews, and evaluates executive-level summaries, technical reports, memos, work process, and policy documents.
- Develops and oversees department personnel, budgets, expenditures, contracts, and performance measures; oversees maintenance of vehicles, boats, and survey vessels.
- Oversees data collection of volumetric, bathymetric, sedimentary, hydrologic, and ecological conditions of Texas lakes, rivers, and streams.
- Oversees and performs analyses related to reservoir storage capacity, surface water-groundwater interactions, geomorphological processes, and environmental flows.
- Reviews information related to water supply planning, flood science, and flood planning.
- Ensures the provision of quality customer service from the department to both internal and external stakeholders.
- Serves as a contract manager for research and monitoring studies; assists in training and overseeing contract managers within the department.
- Works with staff of other entities, scientific peer review groups, and stakeholders to plan and conduct studies.
- Participates in external stakeholder committees, such as for the Texas Senate Bill 2 Instream Flows Program (2001) and Texas Senate Bill 3 (2007) environmental flows process.
- Provides presentations to technical and non-technical audiences.
- Presents expert testimony as required.
- Conducts legislative bill analysis as required.
- Monitors and reports department work activities.
- Authorizes department hiring, separations, disciplinary actions and employee performance rewards.
- Assigns job duties, conducts performance evaluations, clarifies roles and responsibilities, and monitors and measures performance against goals.
- Evaluates department performance and recommends and leads improvements.
- Supports department administrative requirements related to organization, budget and personnel.
- Ensures the provision of quality customer service from the department to both internal and external stakeholders.
- Manages the performance of direct reports, to include, timely completion of performance appraisals, and follow-through on disciplinary actions as needed.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- May travel up to 20% of the time.
- Performs other duties as assigned.

**Minimum Qualifications**

- Graduation from an accredited four-year college or university with major coursework in Aquatic Sciences, Civil Engineering, Geology, Hydrology, Physical Geography, or a related field with emphasis in Hydrology, Hydraulics, Geomorphology, or Aquatic Ecology.
- Three years of demonstrable experience in leading water resources studies to understand lake or riverine environments.
- Experience training or leading people (both with or without authority).
- Experience managing budgets.
- Relevant education and experience can be substituted on a year-for-year basis.

**Preferred Qualifications**

- Graduate degree from an accredited college or university with major coursework in Aquatic Sciences, Civil Engineering, Geology, Hydrology, Physical Geography, or a related field.
- Expertise in at least one of the following areas: surface water hydrology, hydraulics, or sediment transport and geomorphology; hydrographic surveying; environmental flows; or surface water-groundwater interactions.
- Experience in management of a program relevant to the assignment.
- Experience communicating scientific and technical information to executive level audiences.
- Experience working with stakeholders.
- Licensed as a Professional Geoscientist or Professional Engineer by the State of Texas.

**Knowledge, Skills, and Abilities (KSAs)**

- Knowledge of local, state, and federal laws and regulations relevant to the River Science & Hydrosurvey department, including water management and environmental flows in Texas; and of the principles and practices of public administration and management.
- Knowledge of hydrology, hydraulics, hydrographic survey, geomorphology, and/or ecological principles, techniques, and procedures as applied to reservoirs and riverine systems.
- Knowledge of mathematics, statistics, GIS, and relevant hydrologic, hydraulic, or sediment transport models and water management techniques.
- Knowledge of mechanical and electrical equipment, including water quality and water velocity, as well as boats and trailers.
- Knowledge of surveying software and equipment, including GPS systems, HYPACK, sonar depth sounders, velocity profilers, *etc.*
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in writing executive-level summaries, technical memos, reports, work process, and policy documents.
- Skills in project management and contract administration, including time-management and prioritization.
- Skills in scientific data collection, management, and interpretation, particularly for hydrologic data.
- Skills in applying modeling and statistical results.
- Ability to define and implement a vision for programmatic enhancement, while also conforming to statutory obligations.
- Ability to meet public/government officials to initiate studies and to request data pertinent to studies.
- Ability to work with stakeholders to enhance program activities.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.

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- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and in order with infrequent errors.
- Ability to complete tasks and projects in a timely manner and persists until tasks are completed.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to agency staff as well as to employees of other political entities and the public, both verbally and in writing.
- Ability to work with others in a team environment and cooperate with supervisors, co-workers, and others.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 20% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to assign and/or supervise the work of others.

**Remarks**

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.